

CONFIDENTIAL

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24 October 1957

MEMORANDUM FOR: Director of Logistics

ATTENTION :
Chief, Transportation Division

SUBJECT : Shipment of Portrait

1. As per telephone conversation, will you arrange to have the recently completed portrait of General William J. Donovan picked up at the studio of the artist, Thomas S. Stephens, 119 East 19th Street, New York City.

2. Mr. Stephens is usually there between the hours of 10:00 a.m. and 4:00 p.m., but in his absence the elevator boy will have a key to his studio and will know which painting is to be picked up. I told Mr. Stephens we would call for the painting some time after 28 October.

3. The portrait, including frame, is about 48" X 60" and should fit easily into a panel truck. It will be wrapped in paper with corrugated protection on both sides but should be handled carefully, and I would suggest wrapping it in padded blankets for the trip to Washington.

4. The portrait should be delivered to the Director's Conference Room. Room 208 Extension 700, will be expecting it and will arrange for placing it in the proper location.

5. I would appreciate your advising me of what day the delivery arrangements are worked out.

(signed) H. Gates Lloyd

H. GATES LLOYD
Assistant Deputy Director
(Support)

ADD/S:HGL:mrp

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